

SECRET

## 12. PAPER WORK

We agree that the volume of paper is much too great. Beyond the cost of paper work and the space required for storage we are even more strongly concerned with the tendency of more and more paper to demand more and more manpower. We are exploring the possibilities of mechanization to assist in handling paper of durable value. Nonetheless we are aware of the need for reduction in the creation of paper.

In operations it is difficult to reduce paper. We doubt that it is practicable to adopt the Inspector General's recommendation of "actually specifically indicating the type of documents, memoranda, notices, etc. that should not be written". Operational information from the originator's point of view falls generally into two classes: a sizeable one of information he knows is needed for the record and a larger one of information which he believes may be needed for the record but about which he can not be sure. The great bulk of paper which we collect and may prove to be worthless is in the latter category. But we can not instruct the originator not to write that type of paper lest we lose some valuable information. We must accept the paper and do the best we can with it.

In administration improvement is possible. The problem is how to accomplish it. In correspondence with the field, which is the bulk of our paper, we are considering an evaluation by the originator of the useful life of the paper. One disposition that can be indicated is "destroy after

SECRET

action". We are also considering other possible steps to reduce the paper created and destroy that which is short lived.

The Inspector General may underestimate the effort required to survey Agency files on a unit-by-unit basis. We recently inventoried without substantive review the files of the CS outside RI. The job took about 5000 man hours. Records of the CS in RI now approach one linear mile in length. To survey them would be a colossal task and, we fear, an impracticable one.

Mr. K -

This is the paper which was referenced in the recent DD/P paper sent to DDCI on reorganization in DD/P . We had not previously received a copy and I requested one for our files. Your original paper is dated 3 Jan 57, and those things referring to DD/P reorganization of course go back to Aug. 55.

rita

A handwritten signature in black ink, appearing to be 'Pon' or similar, written in a cursive style.